



Department of the Treasury
Division of Purchase and Property



QUICK REFERENCE GUIDE:

REQUEST FOR REVISION

SELLERS



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PURPOSE

- ✓ This Quick Reference Guide (QRG) entitled *Request for Revision - Sellers*, provides vendors with step-by-step instructions for reviewing and submitting a response to a *Request for Revision* in **NJSTART**.
- ✓ After the Bid Opening Date, the State may issue a *Request for Revision* of the Vendor's quote within **NJSTART**.
- ✓ The *Request for Revision* will be sent from noreply@njstart.gov to the email address associated with your vendor profile. This email notification will provide the Vendor with specific instructions.

From: noreply@test.njstart.gov
To: Stacy Seller@XYZCorp.com
Cc:
Subject: Bid # 15TEST00000434 – Request for Clarification

Consistent with Bid Solicitation Section 6.6, the Division of Purchase and Property requests that your firm submit a clarification with respect to the quote submitted in response to the subject Bid #. Please see the Clarification Letter referenced below and located in the Seller Role in NJSTART under the Vendor Communication Tab on your Home screen in NJSTART for further instructions. Note that the requested clarification must be submitted by 1:00pm on December 23, 2015.

The clarification must be submitted using the “Request for Revision” functionality within NJSTART, consistent with Bid Solicitation Section 6.9 or may be submitted to the following email address: [@treas.nj.gov](mailto:treas.nj.gov). A Quick Reference Guide (QRG) with information regarding Request for Revisions, which includes clarifications, can be found here: <http://www.state.nj.us/treasury/purchase/njstart/pdf/QRG-Seller-Create-a-Quote-in-NJSTART.pdf>. Section 3.5 of the QRG refers to the Request for Revision process.

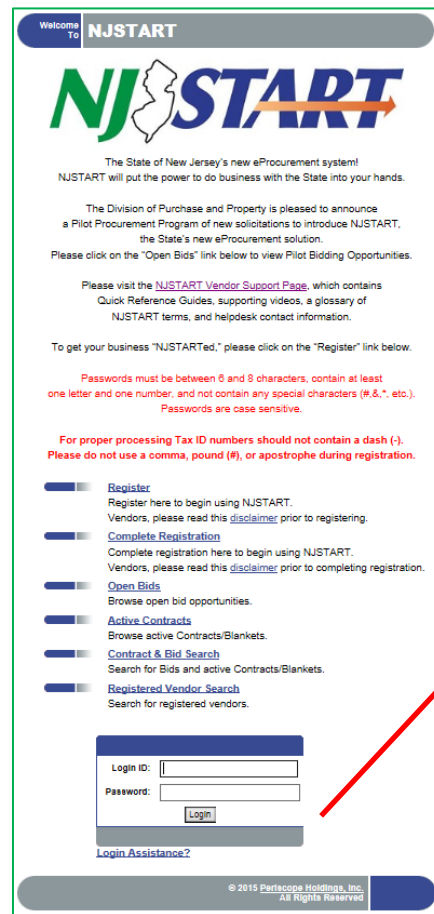
Attachments:
BAFO Letter
BAFO Price Schedule

- ✓ In the event such a request is made, the Vendor shall respond to the *Request for Revision* only for the reason(s) identified by the State. Any changes made by a Vendor to the quote other than the Revision(s) requested by the State shall be considered null and void.
- ✓ When a *Request for Revision* is issued, any corresponding attachments will exist within NJSTART. To retrieve the attachments sent with the *Request for Revision* and respond to a *Request for Revision*, follow these instructions.



LOGIN TO NJSTART

- ✓ In your web browser navigate to www.njstart.gov.
- ✓ Enter your ID and password in the fields noted below. The ID and password were created during registration or provided to your company's Seller Administrator.



Welcome To **NJSTART**

The State of New Jersey's new eProcurement system!
NJSTART will put the power to do business with the State into your hands.

The Division of Purchase and Property is pleased to announce a Pilot Procurement Program of new solicitations to introduce NJSTART, the State's new eProcurement solution.
Please click on the "Open Bids" link below to view Pilot Bidding Opportunities.

Please visit the [NJSTART Vendor Support Page](#), which contains Quick Reference Guides, supporting videos, a glossary of NJSTART terms, and helpdesk contact information.

To get your business "NJSTARTed," please click on the "Register" link below.

Passwords must be between 6 and 8 characters, contain at least one letter and one number, and not contain any special characters (#, &, etc.).
Passwords are case sensitive.

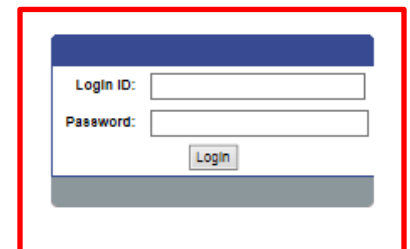
For proper processing Tax ID numbers should not contain a dash (-).
Please do not use a comma, pound (#), or apostrophe during registration.

- [Register](#)
Register here to begin using NJSTART.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using NJSTART.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:
Password:

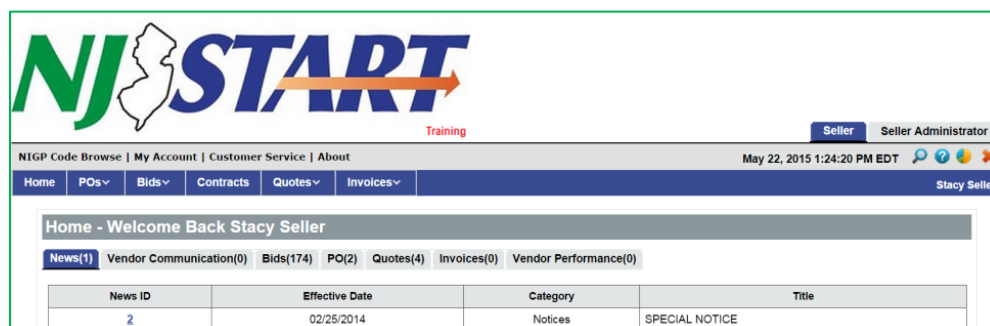
[Login Assistance?](#)

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Login ID:
Password:

- ✓ After you login to **NJSTART** your home page will be displayed.



NJSTART Training

NIIGP Code Browse | My Account | Customer Service | About

May 22, 2015 1:24:20 PM EDT

Home | POs | Bids | Contracts | Quotes | Invoices

Stacy Seller

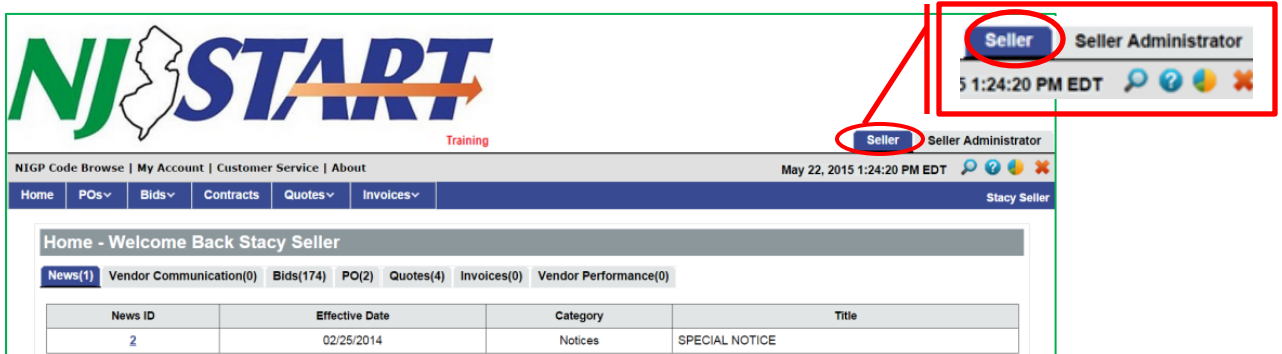
Home - Welcome Back Stacy Seller

News(1) | Vendor Communication(0) | Bids(174) | PO(2) | Quotes(4) | Invoices(0) | Vendor Performance(0)

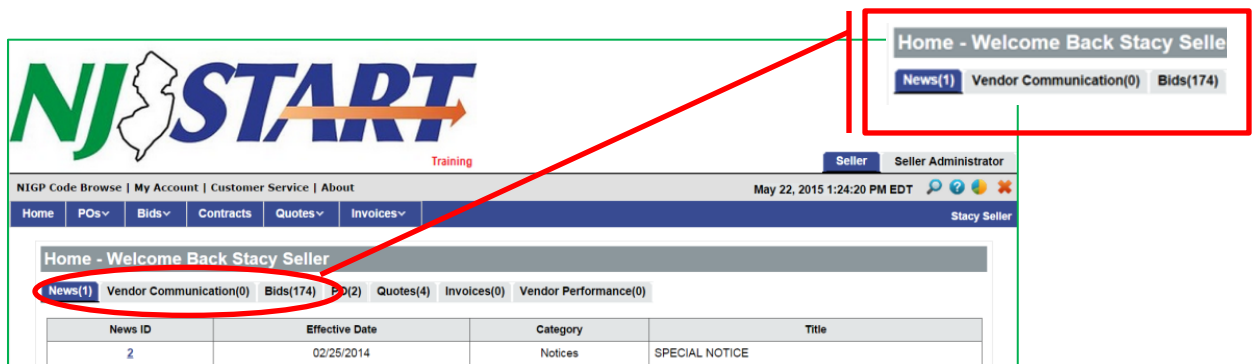
News ID	Effective Date	Category	Title
2	02/25/2014	Notices	SPECIAL NOTICE



- ✓ If you have more than one role in **NJSTART**, make sure the **Seller** Tab (circled in red) is selected.

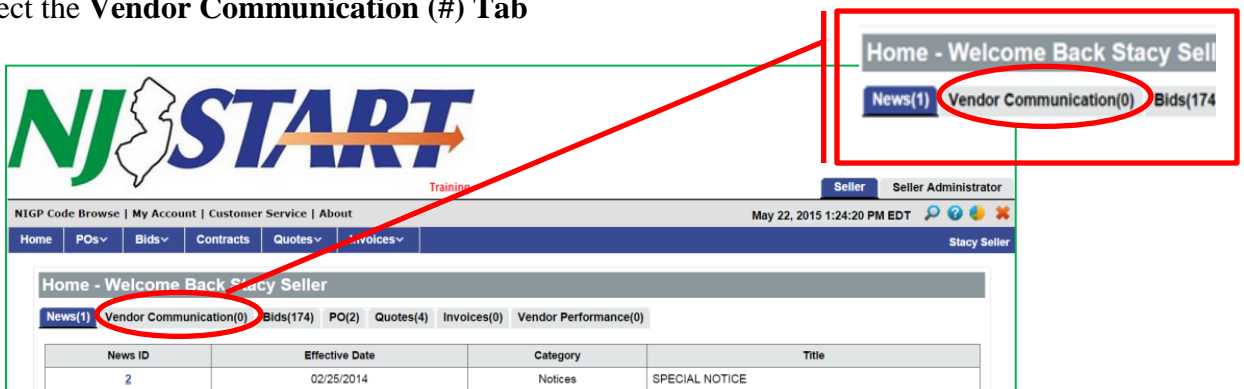


- ✓ The area below the “Welcome Back” message contains Tabs with document selection options. The number in parentheses on each Tab indicates how many documents of each type are waiting for you (E.g. **Vendor Communication (#)**.)



TO ACCESS A REQUEST FOR REVISION IN **NJSTART**

- ✓ Select the **Vendor Communication (#)** Tab





- ✓ The following screen will appear:

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
4524	Revision Email	Division of Purchase and Property	Shawn Laidlaw	Bid # 15TEST00000434 - test	12/15/2015 12:10:58 PM	
4511	Revision Email	Division of Purchase and Property	Shawn Laidlaw	Bid # 15TEST00000437 - BAFO Request	12/09/2015 11:21:59 PM	BAFO Letter - NJSTART 15 - BAFO letter njstart v4.docx BAFO Price Schedule - BAFO Price Schedule Example.xlsx
4501	Revision Email	Division of Purchase and Property	Mark Wudarski	Bid # 15TEST00000434 - TEST	12/09/2015 11:42:11 AM	
4468	Revision Email	Division of Purchase and Property	Shawn Laidlaw	Bid # 15TEST00000435 - test	12/09/2015 09:37:50 AM	Template - NJSTART Bid Amendment Memo.docx
4467	Revision Email	Division of Purchase and Property	Shawn Laidlaw	Bid # 15TEST00000435 - Test	12/07/2015 12:24:35 PM	Test - BAFO Sample Letter-1.docx

- ✓ Select the letter which corresponds to the *Request for Revision* email notification you received.

Notification ID	Type	Organization	Buyer	Description	Date Posted	Attachments
4524	Revision Email	Division of Purchase and Property	Shawn Laidlaw	Bid # 15TEST00000434 - test	12/15/2015 12:10:58 PM	BAFO Letter - NJSTART 15 - BAFO letter njstart v4.docx BAFO Price Schedule - BAFO Price Schedule Example.xlsx

- ✓ A letter from the Division's Procurement Specialist describing the *Request for Revision*, similar to the following, will be downloaded to your computer.

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
PROCUREMENT SERVICES
PO BOX 218
TRENTON, NJ 08646-0218
TEL: 609-426-6800

December 15, 2015

Stacy Seller
3072 Corporation
Aberdeen, NJ 08312

Re: [PROCUREMENT FOR SERVICES / ISDP00000001]
Best and Final Offer
Response Date: December 21, 2015

Dear Ms. Seller:

This letter is requesting that your firm submit a best and final offer (BAFO) with respect to the referenced Bid Solicitation (Request for Proposal) (RFP), as specified in RFP Section 6.1. This response will be evaluated in conjunction with the original proposal submission made in response to the referenced RFP.

Your firm shall have five (5) business days after receipt of this letter to provide a response. Receipt shall be the day you receive the corresponding BAFO Request by email through NJSTART.

Your firm should submit the BAFO Price Schedule with revised prices as an attachment to the Attachments tab of your Quote or via email to the undersigned Procurement Bureau representative, with the email subject line reading "BAFO - Bid Solicitation ISDP00000001". Do not attach the best tab of your Quote within NJSTART to allow pricing if the BAFO Price Schedule is submitted within NJSTART. The BAFO Price Schedule accompanying this letter in your Vendor Communication tab within NJSTART. As noted in Section 6.1, "Any BAFO that is not equal to or lower in price than the pricing offered in the bidder's original proposal will be rejected as non-responsive and the State will revert to consideration and evaluation of the bidder's original pricing." The award price schedule must be completed and resubmitted, or the bidder must submit a statement that it will not revise its prices.

A response is required by 2:00 p.m. on December 21, 2015. Responses not submitted by the indicated time and date will not be considered and the original proposal pricing will be used for evaluation purposes. As specified in RFP Section 6.1, all BAFO submissions will remain confidential until issuance of a Notice of Intent to Award.

For additional information on submitting a response to a Request for Revision in NJSTART, please see the Quick Reference Guide (QRG).

Respectfully,
Procurement Specialist's Name



- ✓ You should follow the instructions in this letter for responding to the *Request for Revision*.
- ✓ If there are attachments related to the *Request for Revision*, the additional document(s) will also appear in the **Vendor Communications (#)** Tab

The screenshot shows the NJSTART Vendor Communications interface. A table lists notifications with columns for Notification ID, Type, Organization, Buyer, Description, Date Posted, and Attachments. Notification 4501 is highlighted, showing a BAFO Request. The Attachments column for this notification contains links to 'BAFO Letter' and 'BAFO Price Schedule', both of which are circled in red. A red box also highlights the 'Attachments' header in the table.

- ✓ Select the attachment you wish to download.
- ✓ If the *Request for Revision* includes a BAFO request, for example, complete the attachment as directed in the letter and upload the attachment. The process for uploading attachments in response to a *Request for Revision* is discussed below. Be sure to save the completed attachment to your computer in an accessible location.

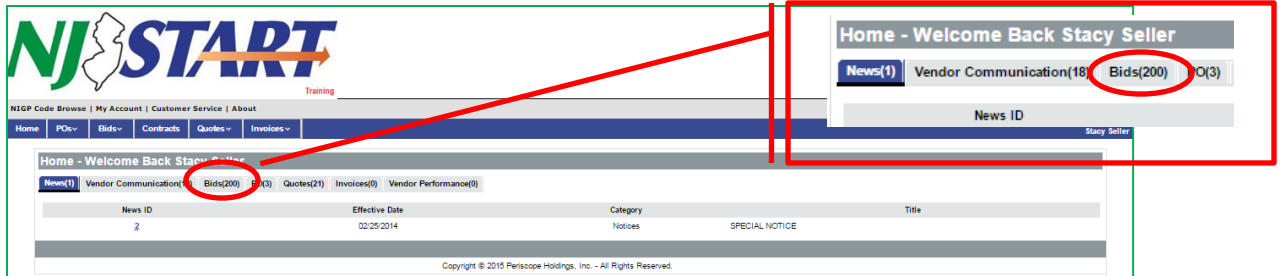
The screenshot shows a Microsoft Excel spreadsheet titled 'BAFO Price Schedule Example'. The spreadsheet contains a table with columns for Item #, Quantity, UOM, Original Unit Cost, and BAFO Unit Cost. The first row shows a quantity of 1, a unit cost of \$A, and a BAFO unit cost of \$10,000,000.

Item #	Quantity	UOM	Original Unit Cost	BAFO Unit Cost
1	1	EA	\$A	\$10,000,000

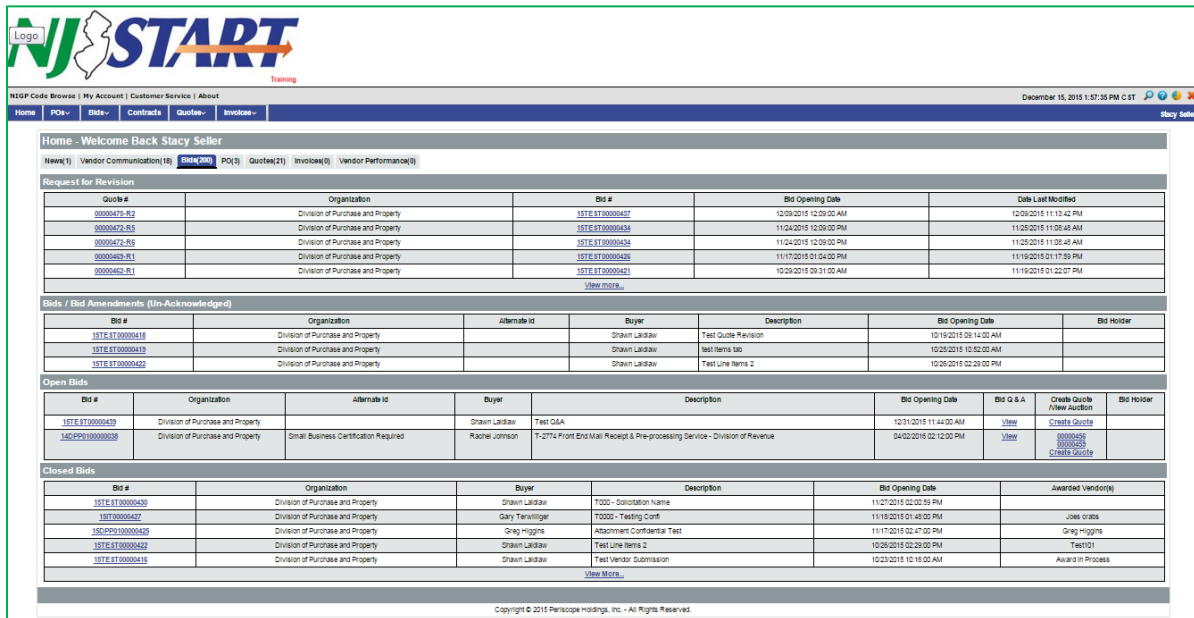


SUBMITTING A RESPONSE TO A REQUEST FOR REVISION IN NJSTART

- ✓ Once logged into NJSTART, select the **Bids (#)** Tab from the Home Page.



- ✓ The following screen will appear:





- ✓ Under the Request for Revision section heading (shown in red below), select the Quote # (shown in orange below) that corresponds to the Solicitation for which you have been asked to submit a response for a *Request for Revision*.

Home - Welcome Back Stacy Seller

News(1) Vendor Communication(18) Bids(200) PO(3)

Request for Revision

Quote #

December 15, 2015 1:57:35 PM C-ET

Home - Welcome Back Stacy Seller

News(1) Vendor Communication(18) Bids(200) PO(3) Quotes(21) Invoices(0) Vendor Performance(0)

Request for Revision

Bid #	Organization	Alternate ID	Buyer	Description	Bid Opening Date	Date last Mod
00000475-R1	Division of Purchase and Property		Shawn Laddai	Test Quote Revision	12/09/2015 12:09:00 AM	12/09/2015 11:11:11 AM
00000475-R2	Division of Purchase and Property		Shawn Laddai	Test Quote Revision	11/24/2015 12:09:00 PM	11/24/2015 11:11:11 AM
00000475-R3	Division of Purchase and Property		Shawn Laddai	Test Quote Revision	11/24/2015 12:09:00 PM	11/24/2015 11:11:11 AM
00000475-R4	Division of Purchase and Property		Shawn Laddai	Test Quote Revision	11/17/2015 01:04:00 PM	11/17/2015 01:04:00 PM
00000475-R5	Division of Purchase and Property		Shawn Laddai	Test Quote Revision	10/29/2015 09:31:00 AM	11/20/2015 01:21:21 AM

[View more...](#)

Bids / Bid Amendments (0in-Acknowledged)

Bid #	Organization	Alternate ID	Buyer	Description	Bid Opening Date	Bid Holder
33TE-ET-00000439	Division of Purchase and Property		Shawn Laddai	Test Quote Revision	10/19/2015 09:14:00 AM	
33TE-ET-00000439	Division of Purchase and Property		Shawn Laddai	Test Quote Revision	10/29/2015 10:52:00 PM	
33TE-ET-00000439	Division of Purchase and Property		Shawn Laddai	Test Quote Revision	10/29/2015 02:29:00 PM	

Open Bids

Bid #	Organization	Alternate ID	Buyer	Description	Bid Opening Date	Bid G & A	Create Quote / View Auction	Bid Holder
33TE-ET-00000439	Division of Purchase and Property		Shawn Laddai	Test G&A	12/31/2015 11:44:00 AM	View	Create Quote	
34CPPP-00000000	Division of Purchase and Property	Small Business Certification Required	Michael Johnson	T-2774 Front End Mail Receipt & Pre-processing Service - Division of Revenue	04/02/2016 02:12:00 PM	View	Create Quote	

Closed Bids

Bid #	Organization	Buyer	Description	Bid Opening Date	Awarded Vendor(s)
33TE-ET-00000439	Division of Purchase and Property	Shawn Laddai	T000 - Solicitation Name	11/27/2015 02:02:59 PM	
33TE-ET-00000439	Division of Purchase and Property	Gary Tervilliger	T0000 - Testing Cont	11/19/2015 01:48:00 PM	Joel orate
33CPPP-00000000	Division of Purchase and Property	Greg Higgins	Attachment Confidential Test	11/17/2015 02:47:00 PM	Greg Higgins
33TE-ET-00000439	Division of Purchase and Property	Shawn Laddai	Test Line Items 2	10/29/2015 02:29:00 PM	Test101
33TE-ET-00000439	Division of Purchase and Property	Shawn Laddai	Test Vendor Submission	10/23/2015 10:18:00 AM	Award in Process

[View More...](#)

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- ✓ The following screen will appear.

Home - Welcome Back Stacy Seller

News(1) Vendor Communication(18) Bids(200) PO(3)

Quote Validation Errors

The following required fields are missing: [Please refer to the NJSTART glossary for further information...]

Quote 00000475-R3 - Test101

Quote Number 00000475-R3
Quote Description Procurement System

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

[Yes](#)

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- ✓ If this is the first time you have selected this Quote during the *Request for Revision* process, a Quote Validation Error will appear, but will not prevent you from proceeding.



- ✓ Click “Yes” to continue.

NJSTART

Training

NIGP Code Browse | My Account | Customer Service | About

December 15, 2015 3:04:46 PM CST

Home | POs | Bids | Contracts | Quotes | Invoices

Quote Validation Errors

- The following required fields are missing: [Please refer to the NJSTART glossary for further information...].

Quote 00000475-R3 - Test101

Quote Number: 00000475-R3
Quote Description: Procurement System

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

Yes

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- ✓ Clicking “Yes” will bring you to the **General** Tab of your Quote.

NJSTART

Training

NIGP Code Browse | My Account | Customer Service | About

December 15, 2015 3:04:46 PM CST

Home | POs | Bids | Contracts | Quotes | Invoices

Quote Validation Errors

- The following required fields are missing: [Please refer to the NJSTART glossary for further information...].

Quote 00000475-R3 - Test101

General | Items | Questions | Subcontractors | Notes | Terms & Conditions | Attachments(1) | Summary | Back to Bid

Other Quotes for this bid by the same vendor: 00000475

Quote #: 00000475-R3
Organization: Division of Purchase and Property
Status: In progress
Delivery Days: 0
Is 'No Bid': ☐
Shipping Terms:
Ship Via Terms:
Promised Date: (MM/DD/YYYY)
Due Date for Response: 12/30/2015 03:55:00 PM
Info Contact:
Comments:
Please refer to the NJSTART glossary for further information... *:
Date Last Updated: 12/09/2015 11:13:42 PM
User Last Updated: Shawn Laidlaw

Save & Continue

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- ✓ If this is the first time you have selected this Quote during the *Request for Revision* process, a Quote Validation Error will appear.

Quote Validation Errors

- The following required fields are missing: [Please refer to the NJSTART glossary for further information....].

Quote 00000475-R3 - Test101

Other Quotes for this bid by the same vendor: [00000475](#)

Quote #: 00000475-R3
Organization: Division of Purchase and Property
Status: In progress
Delivery Days: 0
Is 'No Bid': ☐
Shipping Terms:
Ship Via Terms:
Promised Date: (MM/DD/YYYY)
Due Date for Response: 12/30/2015 03:55:00 PM
Info Contact:
Comments:
Please refer to the NJSTART glossary for further information.... *:
Date Last Updated: 12/09/2015 11:13:42 PM
User Last Updated: Shawn Laidlaw
Save & Continue

- ✓ Before you proceed, you must select the dropdown option for “the term bid is equivalent to solicitation or opportunity” in the “Please refer to the NJSTART glossary for further information...*” field.

Please refer to the NJSTART glossary for further information.... * :

Date Last Updated: 12/09/2015 11:13:42 PM
User Last Updated: Shawn

Please refer to the NJSTART glossary for further information.... *
The term bid is equivalent to solicitation or opportunity



- ✓ Always remember to hit “Save & Continue” before proceeding to the next Tab.

Quote 00000475-R3 - Test101

The term bid is equivalent to a solicitation or opportunity. ▼

12/09/2015 11:13:42 PM

Save & Continue

- ✓ If the *Request for a Revision* asks that you modify something on the **Items** Tab of your Quote, click on the **Items** Tab. The **General** sub-tab will appear, showing information about the items (goods or services) included in the Bid Solicitation.

Quote 00000475-R3 - Test101

General Items Questions Subcontractors Notes Terms & Conditions Attachments(1) Summary Back to Bid

General Notes

Item #	Print Sequence	Questions Exist	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	No	1.0	EA	10000000.00	0.0		0.00	\$10000000.00		

Alternate Description:

Quote Response Total: \$10000000.00

Discount only quotes indicate discount amount off of list catalog price.

Save & Continue

- ✓ You will be able to make any changes to the **Items** Tab, as directed in the *Request for Revision* here.



ATTACHING A RESPONSE TO A REQUEST FOR REVISION IN NJSTART

- ✓ Select the **Attachments (#)** Tab.

The screenshot shows the NJSTART interface for Quote 00000475-R3 - Test101. The top navigation bar includes tabs: General, Items, Questions, Subcontractors, Notes, Terms & Conditions, Attachments(1), and Summary. The 'Attachments(1)' tab is highlighted with a red circle. Below the tabs, the main content area shows details for the quote, including a table for attachments. A red arrow points from the 'Attachments(1)' tab to the 'Add File' button in the bottom right corner of the page.

- ✓ The following screen will appear:

The screenshot shows the NJSTART interface for Quote 00000475-R3 - Test101. The 'Attachments(1)' tab is selected, displaying a table with the following columns: Name, Description, Confidential, Attached By, Attached Date, and Delete. The table contains one row with the name 'Price Schedule Example.xlsx'. Below the table, there is a section for 'Forms' and a 'No Form Attachments' message. At the bottom, there are buttons for 'Save & Continue', 'Add File', and 'Add Form'.

- ✓ Select **Add File** to proceed to the screen where you will be able to upload your response to the *Request for Revision* as an attachment.

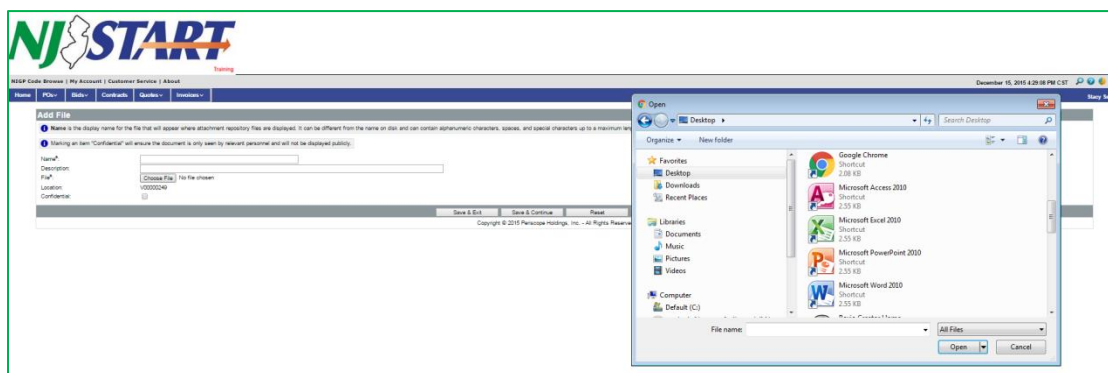
The screenshot shows the NJSTART interface for Quote 00000475-R3 - Test101. The 'Attachments(1)' tab is selected, displaying a table with the following columns: Name, Description, Confidential, Attached By, Attached Date, and Delete. The table contains one row with the name 'Price Schedule Example.xlsx'. Below the table, there is a section for 'Forms' and a 'No Form Attachments' message. At the bottom, there are buttons for 'Save & Continue', 'Add File', and 'Add Form'. The 'Add File' button is highlighted with a red circle. A red arrow points from the 'Add File' button to the 'Add File' button in the bottom right corner of the page.



- ✓ The following screen will appear:

- ✓ Click on the **Choose File** button.

- ✓ A dialog box will open allowing you to browse your PC for the file that you want to attach. Select the appropriate file from your computer and then click **Open**.



- ✓ The **Name** field contains the file name for the attachment selected. This field will automatically be completed when the file attachment is selected. NOTE: The file name cannot contain special characters (<, >, &, ' , ? , # , [,], or %).



- ✓ You may enter text in the **Description** field. The text can be different from the file name location and can contain alphanumeric characters and spaces up to a maximum length of 200 characters, but cannot contain special characters (<, >, &, ' , ? , # , [,] , or %).

Add File

1 Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

2 Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*: 20150518 - Acme Quote 00000365.docx
Description: Acme Quote for T-2774 Front End Mail Receipt and Pre-processing Service - Division of Revenue
File*: Choose File 20150518 - ...0365.docx
Location: V00000257
Confidential: ☐

Save & Exit Save & Continue Reset Cancel & Exit

- ✓ The vendor should select the **Confidential** option in **NJSTART** to request that the attachment(s) not be displayed publicly through **NJSTART**.

Add File

1 Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

2 Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*: 20150518 - Acme Quote 00000365.docx
Description: Acme Quote for T-2774 Front End Mail Receipt and Pre-processing Service - Division of Revenue
File*: Choose File 20150518 - ...0365.docx
Location: V00000257
Confidential: ☐

Save & Exit Save & Continue Reset Cancel & Exit

- ✓ Select **Save & Exit** to return to the **Attachments** Tab.

Add File

1 Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

2 Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*: 20150518 - Acme Quote 00000365.docx
Description: Acme Quote for T-2774 Front End Mail Receipt and Pre-processing Service - Division of Revenue
File*: Choose File 20150518 - ...0365.docx
Location: V00000257
Confidential: ☐

Save & Exit Save & Continue Reset Cancel & Exit

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- ✓ The main screen of the **Attachments** (#) Tab will appear showing the attached file.

Quote 00000366 - Acme, Inc.

General Items Questions Subcontractors Notes Terms & Conditions **Attachments(1)** Summary Back to Bid

1 Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Files

Name	Description	Confidential	Attached By	Attached Date	Delete
20150518 - Acme Quote 00000365.docx	Acme Quote for T-2774 Front End Mail Receipt and Pre-processing Service - Division of Revenue	<input type="checkbox"/>	Stacy Selier	05/19/2015	<input type="checkbox"/>

Forms

1 Click Add Form to add form attachments.

No Form Attachments

Save & Continue Add File Add Form



- ✓ Click **Save & Continue**

Quote 00000366 - Acme, Inc.

General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary Back to Bid

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Files

Name	Description
20150516 - Acme Quote 00000365.docx	Acme Quote for T-2774 Front End Mail Receipt and Pre-processing Service - Division of Revenue

Forms

Click Add Form to add form attachments.

No Form Attachments

Save & Continue Add File Add Form

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- ✓ After completing all Revisions and attaching all necessary forms, select the **Summary** Tab

NJSTART

Quote 00000475-R3 - Test101

General Items Questions Subcontractors Notes Terms & Conditions **Attachments** **Summary**

Quote #: 00000475-R3 Bid #: 00000475-R3 Status: In progress

Organization: Division of Purchase and Property

Description: Procurement System

Bid Flag: Alternate Bid: No

Freight Terms: Ship Via Terms: Info Contact

Promised Date: 12/30/2015 03:55:00 PM

Due Date for Response: 12/30/2015 03:55:00 PM

Comments: User last updated: Day Sales

Date Last Updated: 12/10/2015 03:40:34 PM

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Document	Attachment Note	Notifications	Acknowledged Date/Time
Amendment 1	Header 1: Bid Opening Date changed from "12/11/2015 12:04:00 AM" to "12/30/2015 12:00:00 AM".	At bid acknowledgement	12/10/2015 03:13:00 AM

Please refer to the NJSTART glossary for further information...

The term bid is equivalent to a solicitation or opportunity.

Agency Files: [View Schedule Example.xls](#)

Agency Forms:

Vendor Files:

Vendor Forms:

Print Sequence # 1.0: (209 - 72) Procurement System - Net Line

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$10,000,000.00	0.0%	0.0%	\$0.00	\$10,000,000.00	No	No

Print Submit Quote

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- ✓ Click on **Submit Quote** on the **Summary** Tab:

NJSTART

Quote 00000475-R3 - Test101

General Items Questions Subcontractors Notes Terms & Conditions Attachments **Summary** Back to Bid

Quote #: 00000475-R3 Bid #: 00000475-R3 Status: In progress

Organization: Division of Purchase and Property

Description: Procurement System

Bid Flag: Alternate Bid: No

Freight Terms: Ship Via Terms: Info Contact

Promised Date: 12/30/2015 03:55:00 PM

Due Date for Response: 12/30/2015 03:55:00 PM

Comments: User last updated: Day Sales

Date Last Updated: 12/10/2015 03:40:34 PM

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Document	Attachment Note	Notifications	Acknowledged Date/Time
Amendment 1	Header 1: Bid Opening Date changed from "12/11/2015 12:04:00 AM" to "12/30/2015 12:00:00 AM".	At bid acknowledgement	12/10/2015 03:13:00 AM

Please refer to the NJSTART glossary for further information...

The term bid is equivalent to a solicitation or opportunity.

Agency Files: [View Schedule Example.xls](#)

Agency Forms:

Vendor Files:

Vendor Forms:

Print Sequence # 1.0: (209 - 72) Procurement System - Net Line

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$10,000,000.00	0.0%	0.0%	\$0.00	\$10,000,000.00	No	No

Print Submit Quote

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- ✓ This completes your Revision process. Please note that any changes made outside of the *Request for Revision* will be null and void.
- ✓ Additional Quick Reference Guides are available at:
<http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>
- ✓ If you have any other questions, you may contact a Vendor Administrator at:

NJSTART Email Support: njstart@treas.nj.gov

NJSTART Phone Support – (609) 341-3500; Monday to Friday 8:30am to 4:30pm